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ER-5-8449
29 JUL 1954

MEMORANDUM FOR: Deputy Director (Administration)
ATTENTION: Special Assistant
SUBJECT: Training Programs Conducted by the Logistics Office
REFERENCE: Memo to Office Heads and Staff Chiefs, DD/I and
DD/A - Subject: Non-OTR Training, dated 21 July 1954

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1. During Fiscal Year 1954, the Logistics Office has developed an extensive training program under the direction of a full-time Training Officer. The primary development in the training field has been the initiation of a six-weeks Logistics Support Course. The main objective of this course is to prepare logistical personnel from the DI/P offices and from within the Logistics Office for overseas logistical assignment. A secondary objective is to provide them with a well-rounded picture of headquarters logistical operations. The first three weeks is held in headquarters and utilizes approximately thirty (30) Logistics personnel as part-time instructors. The last three weeks is held [] in conjunction with the Office of Training and consists of on-the-job training in stock control and warehousing, and operational training [] air support and maritime support. Office of Training instructors and supervisors are utilized during this field phase of the training as well as Logistics personnel. Administrative and technical responsibility for the entire course has remained within the Logistics Office. The Logistics Support Course is being held on a quarterly basis. Three courses were held during Fiscal Year 1954 with a total enrollment of forty-one (41) students.

2. Individual indoctrination programs in the Logistics Office for Administrative and Logistics personnel from other parts of the Agency have been developed for forty-eight (48) persons during Fiscal Year 1954. These programs have ranged in time from one-half day to two or more weeks and have been developed by the Training Officer in terms of the individual's particular interests and responsibilities. These programs have been developed for both middle and higher level personnel (Grade range - GS-7 to GS-15), and normally include:

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- a. Conference with Chief or Deputy Chief of Logistics
 - b. Rotation to various divisions within the Logistics Office and instruction in their functions.
 - c. Specialized training, if desired, in particular phases of logistical operations.

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Technical logistical personnel are utilized as required in these programs. Selection of personnel to be used depends upon level of responsibility of person receiving indoctrination, his particular interests, and the length of his training period.

3. Group orientation training programs lasting a full day have been developed during the past year. The purpose of these sessions is to orient both new and old employees as to the headquarters and field responsibility of the Logistics Office. Lectures are given by the Training Officer and the participants are taken on a tour [redacted] Eighty-one (81) Logistics employees attended these training sessions during Fiscal Year 1954.

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4. Other miscellaneous training activities during Fiscal Year 1954 have included the following.

1. Specialized warehouse training [redacted] for six (6) non-logistics individuals, (normally 1-2 days in specific phases of the operations).
2. Long-range rotational training (3-6 months) for two (2) non-logistics individuals as part of an overall career service program for these individuals.

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5. Planned and projected internal training for Fiscal Year 1955 includes the following:

- a. Continuation of previously outlined training programs, with adjustments and changes as required by internal and operational needs.
- b. Development of a Logistics Supervisory training program to be initiated in the Fall of 1954. Program will be internally administered - technical guidance will be received from the Office of Training. It is expected that 50-70 supervisors will receive this training.
- c. Development of a technical Logistics Training Course, with emphasis on headquarters rather than field operations to be conducted on an annual basis. Enrollment of 30-40 is anticipated, with logistics technical personnel to be utilized as instructors.

JAMES A. GARRISON
Chief of Logistics

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